

## Monthly Time Sheet

Rose Bonertz

Street Address:	Box 2288	Pay Period Start Date:	2017-08-01
Address 2:		Pay Period End Date:	2017-08-30
City, State ZIP:	Pincher Creek, AB T0K 1W0		
Employee:	Rose Bonertz	Employee Phone:	
Manager:	Brett Wuth	Employee Email:	

Day	Date	Regular Hours	Description	Duties	Column1	Total
Tuesday	2017-08-01	3.00	Secretary	Emails, Filing		60.00
	2017-08-02					0.00
Thursday	2017-08-10	2.00	President	Meeting with Brett via Phone		40.00
Friday	2017-08-11	3.00	Accounting	Upload timesheets, invoices and financials		60.00
		2.00	Secretary	Insurance Application		40.00
Monday	2017-08-14	1.00	Secretary	Picked up mail and membership binder		20.00
		2.00	Membership	Updated membership binder		40.00
Tuesday	2017-08-15	1.00	Membership	Returned Membership Binder and deposited chq		20.00
Wednesday	2017-08-16	4.00	Treasurer	Reconciled all accounts. Printed Reports and sent emails regarding same.		80.00
Monday	2017-08-21	8.00	President	AGLC Audit		160.00
Tuesday	2017-08-22	5.00	President	AGLC Audit		100.00
Wednesday	2017-08-23	3.00	President	AGLC Audit and National Insurance		60.00
Thursday	2017-08-24	4.00	President	AGLC Audit and National Insurance		80.00
						0.00
Copies			65.00			5.20
			96.00	To correct overpayment		-38.40
			96.00	To correct overpayment		7.68
<b>Total Hours</b>		<b>38.00</b>	<b>257.00</b>	<b>0.00</b>	<b>0.00</b>	<b>734.48</b>
<b>Rate Per Hour</b>		<b>\$20.00</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$20.00</b>	
<b>Total Pay</b>		<b>\$760.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$734.48</b>

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Employee Signature

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Manager Signature